

<b>AGENCY REPORT OF MOTOR VEHICLE DATA</b> <i>(Read Instructions carefully before completing this form.)</i>			FISCAL YEAR ENDING <i>(Sept. 30)</i>		VEHICLES BASED <i>(Check one)</i> <input type="checkbox"/> DOMESTIC <input type="checkbox"/> FOREIGN		DEPARTMENT OR AGENCY  BUREAU, SERVICE, ETC.	
DESCRIPTION		LINE NO.	TOTAL <i>(All vehicles)</i>  (a)	SEDANS AND STATION WAGONS (b)	AMBULANCES  (c)	BUSES <i>(16 or more passengers)</i> (d)	TRUCKS & TRUCKS WITH TRAILERS (e)	
							8,500 LBS./ KILOS & UNDER	
							4 X 2 (e)	4 X 3 (f)
SECTION I  AGENCY-OWNED AND LEASED VEHICLES	OWNED VEHICLES ON HAND	1						
	AVERAGE COMMERCIAL LEASED VEHICLES	2						
	TOTAL COMMERCIAL LEASE COST	3						
SECTION II  AGENCY-OWNED VEHICLES <i>(Large fleets, 2,000 or more vehicles)</i>	FUEL COST	4						
	DIRECT MAINTENANCE COST	5						
	INDIRECT COST	6						
	TOTAL COSTS <i>(Optional)</i>	7						
	TOTAL MILES/ KILOMETERS OPERATED	8						
SECTION III SEDAN/ STATION WAGON INVENTORY DATA	VEHICLE CLASS		OWNED	LEASED	REMARKS			
	CLASS I - SUBCOMPACT	9						
	CLASS II - COMPACT	10						
	CLASS III - MIDSIZE	11						
	CLASS IV - LARGE	12						
	CLASS V - LIMOUSINE	13						
	TOTAL	14			RESPONSIBLE OFFICIAL			
CONTACT FOR ADDITIONAL INFORMATION					SIGNATURE		TITLE	
NAME			AREA CODE					
TITLE			PHONE NUMBER	EXTENSION	NAME		AREA CODE	

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DESCRIPTION		LINE NO.	TOTAL <i>(All vehicles)</i>  (a)	SEDANS AND STATION WAGONS (b)	AMBULANCES  (c)	BUSES <i>(16 or more passengers)</i> (d)	TRUCKS & TRUCKS WITH TRAILERS (e)	
							8,500 LBS./ KILOS & UNDER	
							4 X 2 (e)	4 X 3 OR GREATER (f)
SECTION IV PART A  AGENCY OWNED AND COMMERCIALY LEASED  TOTAL FLEET	BIODIESEL	15						
	DIESEL	16						
	ELECTRIC	17						
	E-85	18						
	GASOLINE	19						
	HYDROGEN	20						
	M-85	21						
	LPG	22						
	NG	23						
	OTHER	24						
	TOTAL	25						
SECTION IV PART B  ACQUISITIONS OWNED AND LEASED  <i>(Acquired During the Fiscal Year)</i>	BIODIESEL	26						
	DIESEL	27						
	ELECTRIC	28						
	E-85	29						
	GASOLINE	30						
	HYDROGEN	31						
	M-85	32						
	LPG	33						
	NG	34						
	OTHER	35						
	TOTAL	36						
SECTION IV PART C  ANNUAL FUEL CONSUMPTION REPORT, BY FUEL TYPE	DESCRIPTION	LINE NO.	GASOLINE EQUIVALENT GALLONS	USED FUEL COSTS <i>(Actual)</i>	FUEL CONVERSION RATIO			
	BIODIESEL	37			<u>Alternative Fuel</u> Biodiesel Electric E-85 Hydrogen M-85 Liquified Petroleum Gas (LPG) LNG CNG CNG	<u>Natural Units</u> gallons./liters kilowatt hours (KWH) gallons./liters Hundred cu. ft./cu. m. gallons./liters gallons./liters @ 14.7 psi & -264°F Hundred cu. ft./cu. m. gallons./liters @ 2,400 psi & 70°F		
	DIESEL	38			REMARKS			
	ELECTRIC	39						
	E-85	40						
	GASOLINE	41						
	HYDROGEN	42						
	M-85	43						
	LPG	44						
	NG	45						
	OTHER	46						
	TOTAL	47						

## INSTRUCTIONS FOR SPECIFIC LINE ENTRIES

## GENERAL

1. Copies and mailing. Each form will be prepared and mailed not later than December 15 following the end of the fiscal year to:

General Services Administration  
Federal Vehicle Policy Division (MTV)  
1800 F Street, NW  
Washington, DC 20405

2. Reportable vehicles. For purposes of these instructions, "reportable vehicles" will include all sedans, station wagons, buses, ambulances, carryalls, trucks, and truck tractors. Included are all vehicles of the types named which utilize alternative fuels as defined in Section 301 of the Energy Policy Act of 1992 (P. L. 102-486) when these vehicles are integrated into normal Agency fleets. Alternative fuels include, but are not limited to, methanol, ethanol, natural gas, propane, and electricity. "Reportable vehicles" excludes semi-trailers and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches, and bogies; trucks with permanent mounted specialized equipment; fire trucks; air compressors, etc.; motorcycles; and military design vehicles described in FPMR 101-38.

Domestic fleets, foreign fleets and small fleets are defined in FPMR 101-38.

Fleets held by independent establishments usually will constitute large or small fleets, but not both. Data for a small fleet will be reported only in Section I, III, and IV; large fleets must be reported in all sections.

Fleets owned by departments may constitute both large and small fleets. For example, a department may have ten bureaus, of which two own 2,000 or more reportable vehicles, worldwide. Each of these large fleets will be reported separately on a Standard Form 82, except that if a fleet comprises domestic and foreign vehicles, two Standard Forms 82 will be prepared. In this example, the department would prepare a summary Standard Form 82 (two, if domestic and foreign vehicles are involved); this summary would include Sections I, III, and IV data for all vehicles held by the department, but Section II would summarize only the data reported on the separate Standard Forms 82 for the two large fleets.

## DATA ENTRIES

Data for each line of this form will be reported by type of motor vehicle as indicated in the column headings. Indicate in each entry, if other than standard measurement (i.e., gallons/miles). Instructions for specific line entries, below, correspond to line items on this form.

Do not include GSA (formerly IFMS) vehicles in Sections I, II, and III.

**SECTION I - Agency-Owned and Leased Vehicles**

1. Agency Owned Vehicles On Hand. Record only the number of vehicles (of each type) available for use, including any reserve storage, as of September 30. Exclude any vehicles ordered but not received, and any vehicles removed from storage awaiting disposal.
2. Average Commercially Leased Vehicles. This entry is determined by adding the number of commercial leases on hand for each month in the fiscal year, then dividing by 12.
3. Total Commercial Lease Cost. Enter total amount for commercial leases during the fiscal year. Include payments to lessors and all costs associated with using the vehicles (fuel, maintenance/repairs, etc.).

**SECTION II - Agency-owned Vehicles (Large fleets, 2,000 or more vehicles) (Rounded to nearest dollar).**

4. Fuel Costs. List all fuel costs attributed to specific Agency-owned vehicles (see Cost Classification Chart).
5. Direct Maintenance Costs. List all maintenance costs attributed to specific Agency-owned vehicles (see Cost Classification Chart).

**COST CLASSIFICATION****DESCRIPTION****PERSONNEL LABOR COSTS (MILITARY AND**

Driver testers (when funded by transportation)

Headquarters, Regional, and other overhead

Individuals in charge of both operations and maintenance (if applicable)

Inspectors, estimators, cost clerks, dispatchers, and planners, production control personnel

Maintenance officer, service manager, and shop superintendent

Mechanics, machinists, welders, painters, lubricators, and other craftsmen who perform labor on reportable vehicles.

Service station attendants, supply personnel, shop personnel

Tire and battery repair.

**MATERIALS COSTS**

Fuel (all including alternative fuels)

Motor oil, lubricant, fluids

Replacement parts

Pre-expensed items (benchstock)

Equipment needed to meet special operating requirements (such as cargo covers, sideboards, racks, fire extinguishers)

**MISCELLANEOUS COSTS**

Maintenance when accomplished by facility other than controlled by the Agency.

Custodial, office supplies, printing (forms), etc.

Printing identification insignia

Preventive maintenance

Rental of commercial buildings

Repair of accident damage (including all direct labor, accessories, and materials used)

Washing, polishing, and servicing

Small tools and equipment

Utility costs

Capital improvements to facilities

**FOOTNOTES:**

\*Charge as direct if a work order is issued; charge as indirect if no work order is issued.

\*\*Charge as direct if a work order is issued unless otherwise noted.

- 6 Indirect Costs. Include all costs for work not readily identifiable to specific vehicles including all applicable overhead costs from the Headquarters or Central Office level down through the field operation level. GSA will distribute agency's overall cost to the specific vehicle types using the same formula for all agencies. DO NOT INCLUDE DRIVER'S SALARIES.
- 7 Total Cost. Provide the total direct and indirect cost to operate and maintain Agency-owned vehicles. Add lines 4, 5, and 6. This is optional for an agency to complete. If left blank, GSA will perform the calculations.
- 8 Total Miles/Kilometers Operated. Enter the number of miles/kilometers operated by Agency-owned vehicles for the fiscal year (round to nearest thousand). Note in "Remarks" if kilometers are used.

#### **SECTION III - Sedan/Station Wagon Inventory Data**

Break down the total number of Agency-owned vehicles shown on line 1, column (b) by vehicle class, and the number of commercially leased vehicles (leased for 60 days or more), line 2, column (b). Do not include GSA Fleet vehicles. GSA Fleet data to be provided directly by GSA.

#### **SECTION IV, PART A -**

**Agency Owned and Commercially Leased** - Total fleet vehicles, by fuel type, on hand. The number of vehicles reported here should be the same as reported in Section I, Agency Owned and Leased Vehicles for all vehicles on hand for the fiscal year ending September 30. **Do not include GSA IFMS provided vehicles.**

#### **SECTION IV, PART B -**

**Acquisitions Owned and Leased (Vehicles on Hand as of September 30).** (Do not include GSA Fleet provided vehicles). This section is for DOE energy reporting requirements.

The following categories pertain to both

Fuel Type. The major fuel types are alternative fuels are as defined in the E

Total Vehicles in Fleet. List in Part A, in your fleet as of the end of the report

Vehicles Acquired This Year. List in Part B acquired, commercially leased, or co-flexible fuel or bi-fuel vehicle should alternative fuel column (do not show example, a vehicle capable of operating in the ethanol column. A similar vehicle gasoline would be shown in the LNG/C

#### **SECTION IV, PART C -**

Gasoline Equivalent Gallons/Liters. List (note in "Remarks" if liters are used). ethanol, 15% gasoline) would be shown of gasoline with a 10% ethanol addition heading. For alternative fuels (anything agency is to convert the fuel used into the conversion ratio table on page 2 develop a (GEG) factor by dividing the heating value) by the heat content of gasoline for gallon of gasoline.